

## **JOB OPPORTUNITY**

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Posting Date

### **MASSACHUSETTS TRIAL COURT**

#### **Job Description and Qualifications for CUSTODIAN SERIES**

**All applications must be received by:**

#### **SUMMARY OF SERIES:**

This series is responsible for performing a variety of duties related to cleaning and the up keeping of orderly conditions of courthouse premises and is responsible for providing custodial and janitorial services. The higher level requires the performance of increasingly more responsible and varied work which requires greater knowledge of cleaning chemicals, surface types, the utilization of power/mechanized cleaning equipment, and providing direction to less senior staff. Employees are hired at the entry level position and are eligible for reclassification to the higher level position titles within this series consistent with the specifications for the higher level position titles.

#### **ORGANIZATIONAL LEVELS:**

**Custodian I** - This is the entry level position title within this series. Employees at this level are expected to clean and keep in a orderly condition courthouse premises by providing custodial and janitorial services.

**Custodian II** - This is the second level position title within this series. Employees at this level are expected to have a complete knowledge of cleaning chemicals, industrial cleaning methods, and the utilization of automatic cleaning equipment. Employees are also expected to function as a lead person on project work, and perform small motor/equipment repairs.

#### **MAJOR DUTIES:**

##### **Custodian I Duties :**

Keeps buildings in clean and orderly condition by performing a combination of activities including cleaning assigned areas.

Maintains the cleanliness and appearance of floors by sweeping, mopping, and vacuuming.

Washes interior surfaces of buildings such as walls, ceilings, windows, etc. using appropriate supplies and equipment.

Empties waste receptacles and disposes of refuse.

Dusts and polishes furniture.

Performs related duties such as loading and unloading equipment and supplies from vehicles; moving furniture in rooms for special functions or meetings.

Performs outside duties such as washing windows, sweeping walks, shoveling snow, and picking up trash.

Receives immediate supervision in performing structured but not routine work. Limited discretion is required.

Performs related duties as required.

### **Custodian II Additional Duties :**

Utilizes advanced custodial equipment such as automatic cleaning equipment, snow blowers, and lawn mowers.

Complete knowledge of cleaning chemicals, surface types, industrial cleaning methods, etc.

Performs minor repairs to building.

Performs small motor/equipment repairs.

Functions as lead person on project work.

Performs related duties as required.

### **POSITION REQUIREMENTS:**

#### **Custodian I Requirements:**

One to three years experience in basic custodial / janitorial duties.

Ability to perform physical labor, and follow oral and written instructions.

Knowledge of methods followed in building custodial work.

Knowledge of types and uses of materials, tools, and equipment used in building custodial work.

Physical stamina and endurance.

#### **Custodian II Additional Requirements:**

At least three years experience as at the entry level position, working with automatic cleaning equipment and industrial cleaning methods.

Ability to perform physical labor, and follow oral and written instructions.

Knowledge of methods followed in building custodial work.

Knowledge of types and uses of materials, tools, and equipment used in building custodial work.

Ability to give direction and instruction to less senior staff.

**SALARY RANGE:**

Completed Applications for Employment should be forwarded to:

Court Facilities Bureau  
Suffolk County Courthouse  
3 Pemberton Square, Room 210  
Boston, MA 02108  
ATTN: Maureen Lyons

Applications for Employment are available at all court locations and at the Administrative Office or may be downloaded from <http://www.mass.gov/courts/jobs> or from the Trial Court Intranet web site at <http://trialcourtweb.jud.state.ma.us/jobs>

**AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER**